

**CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

Thursday, January 13, 2005 at 5:30 p.m.

**Hayward City Hall
777 B Street
Conference Room 2A**

AGENDA

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS *(Note: THE PUBLIC COMMENTS section provides an opportunity for citizens to address the Personnel and Affirmative Action Commission on items not listed on the agenda. The Commission welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to staff.)*

APPROVAL OF MINUTES

1. Approval of minutes for regular meeting of December 9, 2004 (Action)

REPORTS

2. City Council Liaison (Information)
3. 4th Quarter 2004 Affirmative Action Report (Information)

NEW BUSINESS

4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Equipment Manager, (unkn)
 - b) Firefighter (Paramedic), (2003)
 - c) Police Lieutenant, (2003)
5. Extension of Eligible Registers, (Action)
 - a) Lead Library Assistant, (2nd extension, 6 months)
 - b) Senior Customer Account Clerk, (2nd extension, 6 months)
 - c) Utilities Operations and Maintenance Manager, (1st extension, 6 months)
 - d) WPCF Operations and Maintenance Manager, (1st extension, 6 months)

Robert M. Macias
Acting Human Resources Director

Personnel and Affirmative Action Commission minutes are available on audiocassette upon request in compliance with the Americans with Disabilities Act of 1990. Requests may be made by contacting the Human Resources Department at (510) 583-4500 or TDD (510) 247-3340.

CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION

777 "B" Street
Hayward, California 94541-5007

MINUTES

December 9, 2004

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at **5:10 p.m., on Thursday, December 9, 2004** at Neumanali, 742 B Street, Hayward by Chairperson Kathy Booth.

VISITORS/GUESTS

Mr. Larry Booth
Mr. Al Davis
Reverend and Mrs. Thomas
Ms. Betty Shurmway
Ms. Lynn Gates
Mr. Michael Johnson

HUMAN RESOURCES DEPARTMENT STAFF

Robert M. Macias, Acting Human Resources Director
Phil Williams, Acting Senior Human Resources Analyst / Affirmative Action Specialist
Sonja Turner, Administrative Secretary (Confidential)

CITY COUNCIL

Olden Henson

ABSENT

Wade Winblad

Attendance	Present This Meeting	<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>	
		Present to Date	Absent to Date	Present to Date	Absent to Date
		This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.
Kathleen Booth (chair)*	X	5	0	0	0
Freddye M. Davis	X	4	1	0	0
Joyce Dobro (vice-chair)*	X	4	1	0	0
Latricia Earley	X	4	1	0	0
Carol Johnson	X	5	0	0	0
Johnnie Lacy	X	3	2	0	0
Wade Owen Winblad	0	4	1	0	0

X = present

O = absent

*Appointed July 1999

PUBLIC COMMENTS

Chairperson Booth wished everyone a happy and healthy 2005.

APPROVAL OF MINUTES

1. Approval of Minutes for the regular meeting of November 4, 2004; (Action)
Moved to approve Minutes; (Dobro/Johnson); (4-0-0)

REPORTS

2. City Council Liaison, Olden Henson, (Information)
Council Member Henson talked about the arrangement to exchange the quarry for up to 200 homes and a recreational facility. This is more great news for Hayward.

NEW BUSINESS

3. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Animal Care Attendant, (2003)
 - b) Police Officer, Lateral (2004)
 - c) Police Sergeant, (2003)
 - d) Water Meter Reader, (2002)

Moved to approve New Eligible Registers: (Dobro/Johnson); (6-0-0)

There being no further business, the meeting was adjourned at 5:20 p.m.

The next regularly held meeting will be Thursday, January 13, 2005 at 5:30 p.m. at Hayward City Hall, located at 777 B Street, in conference room 2A.

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